



**STATE PROCUREMENT OFFICE**  
**NOTICE OF REQUEST FOR EXEMPTION**  
**FROM HRS CHAPTER 103D**

'12 JAN -4 P1:33

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Health  
*Name of Requesting Department*

SUBJECT: Request for Exemption

Pursuant to HRS §103D-102(b)(4) and HAR Chapter 3-120, the Department requests a procurement exemption for the following:

**1. Describe the goods, services or construction.**

The Department of Health (DOH) is requesting an exemption as a sponsor of registration fees for participants of Parents as Teachers ("PAT") foundational and renewal training. Participants are non-DOH employees who are employed by DOH home visiting partner providers. These home visiting partners were recruited through an RFI held on December 5, 2011 to develop a Hawaii Home Visiting Network. (Exemption No. PEH 12-14)

**2. Vendor/Contractor Name :**

Parents as Teachers

**3. Amount of Request:**

\$ 20,000

**4. Term of Contract:**

From:

To:

**5. Prior Exemption**

Reference No.:

**6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:**

The DOH was awarded a Maternal Infant Early Childhood Home Visiting (MIECHV) grant which is funded through the Affordable Care Act. This grant is based on the DOH's proposal to develop a Hawaii Home Visiting Network to increase home visiting capacity for the state and to ensure quality home visiting services which address specific home visiting outcomes and fidelity to the specific home visiting model. The proposal explicitly described the department's intent to cover the costs of training for partner providers to ensure quality and fidelity in home visiting and to address program sustainability and capacity. For providers to meet the grant requirements for fidelity, they must meet training requirements to fulfill accreditation prerequisites. Within the Home Visiting Network, there are currently 3 providers utilizing the PAT model. Priority is therefore model specific training for those provider partners already implementing the PAT evidence-based model. The DOH and the Hawaii Home Visiting Network do not pay any subscription fees to implement the PAT or other evidence-based models. However, training must be held through the evidence-based home visiting model developer, which in this case, is the national office for Parents as Teachers.

**7. In selecting the vendor/contractor, explain in detail, the process the department will utilize to maximize fair and open competition:**

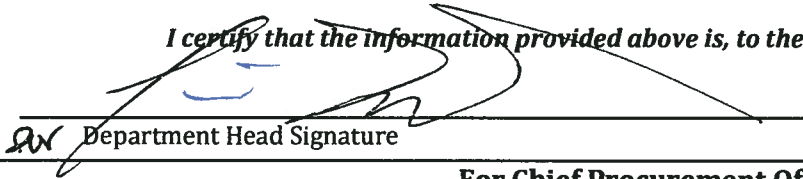
The DOH is the sponsor of the registration fees for training related to the evidence-based model for the Hawaii Home Visiting Network. Based on a comprehensive assessment of the evidence-based models for the Hawaii Home Visiting Network, the DOH is providing training for PAT partner providers.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process and has completed mandatory training. ( Type over "example" and delete cells not used)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Cindy Hirai	FHSD/MCHB	733-9042	cindy.hirai@doh.hawaii.gov

9. The department shall ensure adherence to applicable administrative and statutory requirements, and all requirements, approvals, and internal controls for this request are the responsibility of the department.

*I certify that the information provided above is, to the best of my knowledge, true and correct.*

  
Department Head Signature

JAN - 3 2012

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted

1/6/2012

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer  
State Procurement Office P.O.  
Box 119 Honolulu, Hawaii  
96810-0119

10. Chief Procurement Officer (CPO) Comments:

This request is disapproved. Procurement Delegation No. 2010-01, Amendment 1 states "Procurement officers and personnel without written delegated procurement authority and/or who have not completed the applicable mandatory training for HRS chapters 103D or 103F shall not conduct, approve, or participate in the procurement. . . . procurement requests submitted to the SPO from departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned." Although no written delegated procurement authority is required for a *Notice of Request for Exemption from HRS Chapter 103D*, the SPO does not have a record of attendance at the appropriate mandatory procurement training for the person identified in no. 8 or the contact person identified in the December 28, 2011 director's memo.

The department may contact Kevin Takaesu at 586-0568 if they have any questions.

☐ Approved ☒ Disapproved ☐ No Action Required

  
Chief Procurement Officer Signature

1/10/2012

Date